

**ENGINEERING AND RELATED SERVICES  
NOVEMBER 6, 2009**

**STATE PROJECT NO. 737-99-0994  
LOCAL ROAD SAFETY IMPROVEMENT  
PROJECT IMPLEMENTATION (LTAP CIRCUIT RIDER)  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant will be selected for this Contract.

**Project Manager** – Mr. Jim Chapman

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

**PROJECT DESCRIPTION**

The Louisiana Strategic Highway Safety Plan (SHSP) was developed to reduce the human and economic toll on Louisiana's surface transportation system due to traffic crashes through widespread collaboration and an integrated 4E approach: engineering, education, enforcement, and emergency services. Implementation of SHSP strategies on the local road network is a particular challenge because of the number of agencies with direct responsibility for managing local road safety. The Local Road Safety Program (LRSP) is responsible for implementing strategies included in the LA SHSP that are appropriate for the local road network and/or developing specific strategies that can be implemented to improve local road safety. The LRSP services to local agencies include outreach to local transportation agencies; training and education to develop local road safety capabilities; technical assistance on local road safety issues; participation on the technical and selection teams for the safety improvement projects; and, coordination with the LADOTD Highway Safety Section and LADOTD District personnel involved in the LA SHSP implementation.

Implementing the SHSP strategies on the local road network includes managing the administration of a variety of low-cost safety improvement projects that have been selected by the LRSP Technical Team and a Selection Committee. In addition to safety projects generated by local applicants, other projects are identified by the LRSP Technical Team in conjunction with the LA DOTD in accordance with the LA SHSP. For the 2009 and 2010 program years these projects will include selected intersections and roadway departure areas that show high potential for crash reduction after implementation of low-cost countermeasures. All projects must be coordinated with

local sponsors and require significant oversight and interaction with the local sponsor. All projects must be administered through the LA DOTD and state of LA contract and acquisition process in accordance with requirements of federal aid project to local public agencies.

Engineers will participate in activities related to the Louisiana Local Road Safety Program (LRSP) specifically related to implementation of the road safety improvement projects selected as part of the 2006, 2007, 2008 and 2009 program years.

## **SCOPE OF SERVICES**

Specific tasks will include:

- I. Participate as a member of the Local Road Safety Program Technical Team for LRSP project review and selection. Related tasks will include but will not be limited to the following:
  1. Work with the Project Manager or LRSP Director to establish goals, objectives, policies, procedures and timelines to achieve the overall purpose of the Local Road Safety Program through implementation of low-cost safety improvement projects on the local road system.
  2. Assist local agencies in preparing Local Road Safety Program applications.
  3. Review applications for completeness and technical merit.
  4. Determine eligibility of specific projects within the guidelines of the program.
  5. Score proposed projects for impact on reducing crashes for prioritizing for selection.
  6. Review proposals for cost of engineering and materials and construction for accuracy.
  7. Make recommendations and or suggest alternative counter measures.
  8. Make site visits if necessary.
  9. Help local agencies revise or make improvements to applications.
  10. Participate in LRSP project selection team meetings.
  11. Provide engineering and technical assistance on project implementation and construction management for all LRSP projects.
  12. Assist in annual review of LRSP application process and development of updates for each successive year.
  13. Assist in documentation of project selection and justification.
- II. Manage tasks and activities associated with the implementation of selected projects. Tasks will include, but will not be limited to:
  1. Coordinate and manage all phases of infrastructure project development including project design and construction and engineering services for the LRSP projects.

2. Develop state/sponsor agreements for approved LRSP projects in accordance with LA DOTD requirements.
3. Represent Louisiana LRSP Program as needed on various engineering issues relating to the LRSP projects including interpretations of the Manual of Uniform Traffic Control Devices, other engineering related topics, and project design and construction.
4. Resolve consultant and/or sponsor's questions and disputes during project development and construction.
5. Review and evaluate project applications including cost estimates for accuracy and relevance to program goals.
6. Participate in LRSP project team meetings.
7. Provide individual training and technical assistance to applicants in developing project scopes and cost estimates as needed.

### **Goals and Objectives**

The DOTD will enter into this contract in order to provide engineering and technical assistance on the Road Safety Improvement Project Implementation. This position will review and evaluate the safety improvement project applications for completeness and technical merit. This position will participate in engineering evaluation for efficacy of projects and prioritization of projects for selection. This position will participate on the LRSP project selection team. This position will participate in project justification documentation. This position will coordinate with DOTD Contracts and Purchasing Section to complete steps to implement program projects. This position will provide engineering and technical assistance on project implementation and construction management for all LRSP projects.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets

13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

## **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using the DOTD established billable rate of **\$85 per hour** for the actual time spent on the project, with a maximum limitation of **\$397,500**.

**This position requires statewide overnight travel.**

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

## **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil\* Engineer, registered in the State of Louisiana with all of the following:
  - a. Five years experience in construction engineering.
  - b. Five years of experience in project management for transportation related projects.
  - c. One year of experience in project management for Local Road Safety Program projects, or similar type federal program.
  - d. A working knowledge of Local Road Safety Program application, or similar type federal program application.

- e. Proficiency in the use and interpretation of the Manual of Uniform Traffic Control Devices (MUTCD).
- f. Completion of at least one Low Cost Safety Improvement training course such as roadway departure.
- g. Experience in managing the development of project state/sponsor agreements and consultant contracts.
- h. A working knowledge of the Local Road Safety Program, or similar type federal program and Federal implementation requirements guidelines.
- i. Experience in dealing with local government officials.

\* May be met by an engineer in another discipline.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

- 1. Consultant's firm experience on similar projects, weighting factor of 3;
- 2. Consultant's personnel experience on similar projects, weighting factor of 4;
- 3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
- 4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
- 5. Consultant's current work load with DOTD, weighting factor of 5;
- 6. Location where the work will be performed, weighting factor of 4.

Location will be based from Baton Rouge, Louisiana.

\*\* The Planning (PL) performance rating will be used for this project.

Complexity Level is **moderate**.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Jim Chapman – Project Manager
3. Terri Monaghan
4. Jody Colvin
5. Mike Ricca
6. Steve Strength

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the notice of selection as shown on the DOTD website. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed

by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **737-99-0994**, and will be submitted **prior to 3:00 p.m. CST on Monday, November 23, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.